

Chapter 1 : How to search specific words within a website/document? | Mac Support

Microsoft Word for Mac is available on its own, or as part of the Microsoft Office suite of applications. Microsoft Word for Mac, either alone or as part of the Office suite, is on the high end of the price range, however it offers the most advanced features for working with Word documents.

Troubleshooting damaged documents in Word for Mac Content provided by Microsoft Summary This article contains troubleshooting procedures that you can use to identify damaged document files by using Microsoft Word for Mac and, in some cases, recover such files. A "damaged" document is a document that you cannot open or that you can open but that contains an error in a section of the document. In a damaged document, you cannot change any information in a section. Damaged document files can cause any program to exhibit unusual behavior. Such behavior occurs because the program is receiving incorrect information from the damaged document file. More Information Damaged files frequently cause behavior that is not part of the program design, such as infinite repagination, incorrect document layout and formatting, unreadable characters, error messages during processing, system freezes or crashes when you load or view the file, or any other unusual behavior that is not part of the ordinary operation of the program. However, such behavior also can be caused by factors other than document damage. To eliminate other factors, follow these troubleshooting tips: Check for similar behavior in other documents. Check for similar behavior in other programs. Test the file in question in Office for Mac on another Macintosh and try to duplicate the behavior. Rename any templates that are attached to the document, and then try to duplicate the behavior. Start the computer in safe mode, and then try to duplicate the behavior. Shut down the computer. Press the power button. The progress indicator resembles a spinning gear. Start Word for Mac, and then try to duplicate the behavior. If the problem behavior does not recur, something that was normally set to start together with the operating system was causing this problem. Because safe mode boot affects different items in different ways, this problem could be related to startup items, fonts, or other items. If this problem occurs only with a single document after you perform the previous steps, the specific document is probably damaged. If the program unexpectedly closed before the file was closed and the AutoRecovery option was enabled, an AutoRecovery file may have been created. You can use this AutoRecovery file to recover the file in question. Word encountered file damage while opening File Name. Part of this document may be recoverable. Note This recovery may take some time, depending on the size of the document and how much damage is in the document. After the document is recovered, immediately use the Save As command on the File menu to save the document with a new file name. This makes sure that the original document will be available for other recovery attempts. This automatic recovery method strips all formatting, graphics, and objects from the document. Move the documents from this folder to another location and then access them with Word to determine whether any of them are the damaged document. Additional methods that are listed later in this article may enable you to recover more of the original formatting from the damaged document. For more information about the AutoRecovery feature, see the "Recover text from a damaged document" topic in Word for Mac Help. How to correct a damaged document There are several techniques that you can use to try to correct a damaged document. The method that you use depends on the kind and the severity of the damage and the type of behavior that is exhibited. Although these methods succeed frequently, not every damaged document can be recovered. Keeping a backup copy of a document is the best way to make sure that you can recover it. The following troubleshooting procedures are divided into two sections: Convert the file to another format, and then convert it back to its native format. This is the easiest and most complete document recovery method. Always try it first. This format preserves the formatting in your Word for Mac document. If this method succeeds, the file damage is removed during conversion. To save the file as RTF, follow these steps: On the File menu, click Save As. Click the Format list, and then select Rich Text Format. Change the name of the document. This is recommended so that you can continue with the other steps by using the original unmodified document. If the damage persists after you save the file as RTF, instead save the file in one of the following file formats: Other word processing formats Text only Note Saving a file in text-only format frequently corrects the damage

problem. However, all formatting is lost, including graphics and field codes in Word for Mac. Therefore, this method requires more reformatting. So use it only if other file formats do not enable you to resolve the problem. Copy everything except the last paragraph mark to a new document. Word for Mac associates a variety of formatting with the last paragraph mark, especially section and style formatting. If you copy everything in the file except the last paragraph mark to a new file, the damage may be left behind in the original document. To copy everything except the last paragraph mark in the document, follow these steps: Open the document that exhibits the problem behavior. On the Edit menu, click Select All. This removes only the last paragraph mark from the selection. On the Edit menu, select Copy. On the File menu, select New Blank Document. In the new document, click Paste on the Edit menu. Note In the new document, you may have to reapply section formatting or style formatting. Copy the undamaged parts of the file to a new file. Sometimes you can determine the location of damage in your file by looking at the file or by testing the file to determine where the problem behavior originates. Another way to determine what area of the file is damaged is to copy one page at a time or a series of pages into a new file. Save the new file, and then test for the problem behavior. If the behavior does not occur, continue to copy pages, saving the file and testing until the problem behavior recurs. If you can determine what area of the file is damaged, you can then copy everything except the damaged part to a new file, and then follow these steps to reconstruct your document: Copy the undamaged part of your document and paste them into a new file. You may not want to select the final paragraph mark of this selection, because that paragraph mark may contain problematic information. Save a copy of the damaged document in text-only format. Open the text-only file. Copy the text from the file, and then paste it into the file that contains the undamaged part of your file. Reformat the sections of the document that you pasted in step 4, and then save the recovered document. Insert the file into a blank document. Even if you cannot open a file to copy all the text except the final paragraph mark , you may be able to insert the file into a new document. This inserts a new final paragraph mark onto the file that you are correcting. To do this, follow these steps: Create a new document based on the template. On the Insert menu, click File. Select the damaged document, and then click OK. Use the Paste Link command to open the document by using a link. This method uses a "dummy" document to create a link and then switches the link between the "dummy" document and the damaged document. To use a paste-link operation to open a damaged document, follow these steps: On the Edit menu, click Copy. On the File menu, click New, and then open a new blank document. On the Edit menu, click Paste Special. In the Paste Special dialog box, click Paste Link. On the Edit menu, click Links. In the Links dialog box, click Change Source. In the Open dialog box, locate and select the document that you want to recover. Click Open, and then click OK. When the document opens, click Save As on the File menu. Type a new name for the document, and then click Save. With the document open, click Links on the Edit menu. In the Links dialog box, click Break Links. In the dialog box that appears, click Yes to break the link. Note After the link is broken, you should save the document before you close it or modify it. This converter removes all formatting, graphics, and embedded objects from the file and leaves only readable text ASCII characters.

Chapter 2 : Create a document in Word - Word

For help with Word: On the Menu bar, click Help and search for features, commands, and help articles. Or search online at Bing, Google, or blog.quintoapp.com Or search online at Bing, Google, or blog.quintoapp.com

User Comments With the wide spread of Microsoft Office, we are used to saving personal information, business data and study materials in Word documents, Excel files and PowerPoint files. Those files are easily seen in computer hard drive, external hard drive, USB flash drive, and so on. In fact, unexpected file loss is a common problem that lots of people are facing with or have ever met. Some of them struggle to know how to recover a Word document and others try every means to recreate a new document with almost same content. We plan to introduce two wonderful solutions to help users recover lost Word document without trouble. One is seeking help from a piece of free data recovery software – MiniTool Power Data Recovery and the other is recovering data by using the built-in AutoSave feature of Microsoft Word. No matter your Word document is lost due to mistaken deletion, virus attack or any other reasons, our suggestion would be the same – choosing the professional Word recovery program called MiniTool Power Data Recovery. So at this time, the AutoSave function is not going to help you recover from previously saved document. This software has four recovery modules: Which recovery module can be used to recover lost Word document? If you want to recover deleted files from logical formatted, damaged or RAW partition, you can use This PC recovery module. If you want to restore lost Word document from lost partition, please choose to use Hard Disk Drivemodule. In this post, we will try to use This PC recovery module to recover deleted Word document from computer hard drive. Then, open it and you will see This PC interface. If you only want to recover Word document, you can use the Settings function to decide which type of data you want to recover with this software. After that, please click OK button to quit this setting. Then, you can choose that partition which saves the deleted Word document originally and press Scan button to start the scanning process. When the scanning process is finished, you can see the scan result interface. Then, you need to choose the Word documents you want to recover. To find the target files you want to recover quickly, you can use these functions of this software: Type path can list the scanned files by type. And you can only view the scanned Word documents to find your target files. If you still remember the name of your lost or deleted Word document, you can click Find button, and input the name into the search bar to find that Word document directly. Filter function allows you to definite the parameters of the Word documents you want to recover accordingly. After checking the files you want to recover, you need to click on Save button and choose a proper path on your computer to save them. Click "File" button in the upper left corner. All automatically saved versions of current Word document are displayed in order according to saving time. Now, you need to click the certain version to open it in a new window, in which you can choose to "Compare" it with current version or just "Restore" it. Certainly, you can also go to find the automatically saved versions in computer by resorting to the "AutoRecover file location" and then double click on the certain version to open and restore it.

Recover a Word Document That Is Not Saved The situation seems getting worse if you close a document, in which many changes have been made, without saving. How can we solve this problem? Well, you can still go to "AutoRecover file location" to check and recover the needed version. After that, go to the certain folder and start to search for the desired Word document version. Generally, the AutoSaved Word document files will be stored in computer with a name formed by your original file name, "Unsaved" and some special symbols and numbers see picture below. Besides, this file is read-only and saved as an ASD file. When you finally find your needed document, just double click it to open in Microsoft Office Word. And the default time interval is set as 10 minutes of course, you can change it by choosing an integer from 1 to And when the specified time interval is reached, another new version will be generated. If you choose to manually save current changes by pressing "Save" button, the timer will be cleared and stop working until new changes are made to document after the manual saving. This is easy to understand. If you find your Word document with very important information stored in is missing, you should react immediately by following the suggestions we gave in previous part to retrieve Word document all by yourself, without paying. Outstanding Features of Microsoft

Office Word Feature 1 – create documents with amazing visual impact Word offers us a range of new and improved tools that allow them to design documents like an expert and highlight important content very easily. Whether you know it or not, the impressive formatting effects such as gradient fills and images can be added directly to the text. You can apply image effects such as shadow, bump, light and image and perform formatting settings to text in order to seamlessly blend it with your image. All those can be operated quickly and easily just through a few clicks of the mouse. With the newly added photos editing tool in Word , you can insert, crop and add picture effects without the help of third-party photo editing software. The same Office themes could also be applied for Microsoft PowerPoint and Excel to easily impart consistency and professional look for all documents. Graphics, tables, footnotes and annotations can all be used to find target content. The improved navigation pane provides us a visual representation of the document, making it possible for quickly browsing, sorting and searching the desired content. Then, you can easily cross the barriers of different languages when using Word We mean, after all, it can translate words, phrases or documents for you. In addition, you can insert screenshots to capture visual icon, and then incorporate it into your work. Want to know the best part? Word simplifies the way you use functions; the new Microsoft Office Backstage view replaces the traditional file menu, so document saving, sharing, printing and publishing could be done after a few clicks of mouse; the improved function area enables you to quickly access the frequently used commands and create custom tabs. Feature 3 – enhance teamwork effectively Word redefines the way people deal with a document together. With co-authoring function, you can share your ideas with others while editing documents. For enterprises and organizations, the integration with Office Communicator does them a big favor – they could easily find whether the certain person, who is editing the document together with them, is available or not. And also, they could start a session easily without even leaving Word. Fortunately, you can now use Web or Smartphone to access previous Word document and then complete your work at the time and place needed. Click to tweet Bottom Line Word document missing seems to be inevitable and non-ignorable. Almost all users have ever been stuck in Word document loss issues. But the loss of important Word document is actually not the end of the world; on the contrary, you can still cheer up and choose suitable ways to try to find it back. They can help you regain lost document in most of the case. What you should do is choosing the proper method according to your actual situation, and then follow the instructions we give above to complete recovery work easily and rapidly.

Chapter 3 : How to Convert a Word Document to HTML: 8 Steps (with Pictures)

Word for Mac has a built-in autosave feature called AutoRecover which is on by default. This means that Word is quietly saving the document you are working on without you needing to manually tell.

For example, the document may be lost if an error forces Word to close, if you experience a power interruption while you are editing, or if you close the document without saving changes. This article discusses six methods that you can use to try to recover the lost document. Unfortunately, some documents might not be recoverable. For example, if you have not saved the document at all, the whole document might be lost. If you have saved your document, you might lose only the changes that you made since the last time that you saved it. However, do not worry. Many documents can be partly or completely recovered. Because there are several versions of Microsoft Windows, the following steps may be different on your computer. If they are, see your product documentation to complete these steps. Also, because some of these methods include steps that require you to restart your computer. You may find it easier to follow the steps if you print this article first.

More Information Use these methods in the order in which they are presented to recover the lost document. If one of these methods is successful and you recover the lost document, you are finished and you do not have to follow any more steps.

Search for the original document The original document might not have been removed from the computer. Follow these steps to see whether you can find the document: Click Start, and then click Search. In the lower-left corner of the Windows Desktop Search pane, click [Click here to use Search Companion](#), if that option is listed. In the All or part of the file name box, type the name of the document that you want to find. In the Look in box, click My Computer, and then click Search. If the search details pane does not contain the document that you are looking for, you might have typed the file name incorrectly or the document might have a different name. Follow these steps to search for all Word documents: In the Search Companion pane, click Start a new search. Click All files and folders, and then copy and paste or type the following text into the All or part of the file name: To view the Recycle Bin and restore the document if it is there, follow these steps: On the desktop, double-click Recycle Bin. On the View menu, click Details. Scroll through the files. If you find the document that you are looking for, right-click the document, and then click Restore to return the document to its original location. Note Microsoft currently does not provide any utilities to recover documents that have been deleted, or emptied from the Recycle Bin. However, some third-party utilities to recover deleted documents may be available on the Internet.

Search for Word backup files If the previous method did not work for you, the main document might be gone. But there might be a backup copy of the document available. The Always create backup copy setting in Word creates backup copies of every document that you create. First, follow one of these steps to see whether the Always create backup copy setting is enabled: If you use Microsoft Office Word Scroll through the headings until you find the Save section, which is close to the end of the list. If the Always create backup copy setting, located in the Save section, is selected, Word created a backup copy of the document. On the Tools menu, click Options. The Always create backup copy setting is located on the Save tab. If the Always create backup copy setting is selected, Word created a backup copy of the document. Then, if the Always create backup copy setting is not selected, go to method 3: Locate the folder in which you last saved the missing document. Look for files that have the. If there are no files that have the. In the All or part of the file name: If you find any files that are named "Backup of" followed by the name of the missing document, follow these steps to open the backup copy: Perform one of the following actions: If you use Word Force Word to try to recover a file If Word did not create a backup copy of the document, you might be able to use the AutoRecover feature to recover the lost document. Note The AutoRecover feature in Word performs an emergency backup of open documents when an error occurs. Some errors can interfere with creating an AutoRecover file. The AutoRecover feature is not a substitute for saving the document. If the Save AutoRecover information every [] minutes option is selected, Word creates a temporary AutoRecover file that includes the latest changes in the document. Every time that Word starts, it searches for AutoRecover files. If Word finds any AutoRecover files, it displays the files that it finds in the Document Recovery task pane. First, to see whether the Save AutoRecover information

every [] minutes option is selected, use one of the following steps: The Save AutoRecover information every [] minutes option is in the Save documents section. Click Options on the Tools menu. The Save AutoRecover information every [] minutes option is located on the Save tab. Then, if the Save AutoRecover information every [] minutes option is selected, try closing Word and reopening it. If the AutoRecover task pane appears on the left side of the screen, click the lost document to restore it. If the Save AutoRecover information every [] minutes option is not selected, you can try to force Word to recover the document. Use one of the following steps to force Word to recover the document: Click the Microsoft Office Button, click Open, select the Word document, click the down arrow on the Open button in the lower-right corner of the Open screen, and then click Open and Repair. Click Open on the File menu, select the Word document, click the down arrow on the Open button in the lower-right corner of the Open screen, and then click Open and Repair. Manually recover AutoRecover files If Word could not open the AutoRecover file automatically or through the Open and Repair option, the AutoRecover file might be saved in a nondefault location. You might have to look for the AutoRecover file manually. Follow these steps to search for AutoRecover files manually: If a file that is named DocumentName. Follow one of these steps: Click the Microsoft Office Button, and then click Open. Click Open on the File menu. Locate and select the. If this occurs, perform one of the following actions: In Word , double-click the file in the Document Recovery task pane, click the Microsoft Office Button, click Save As, and then save the document as a. In Word , double-click the file in the Document Recovery task pane, click Save As on the File menu, and then save the document as a. Note If an AutoRecover file in the Recovery pane does not open correctly, go to the "How to troubleshoot damaged documents" section for more information about how to open damaged files. Search for temporary files If you could not find an AutoRecover file or a backup of the lost document, you might be able to recover the document from your temporary files. To search for the lost document in your temporary files, follow these steps: Click the two chevrons next to When was it modified?. Click Specify dates, and then type the from and to dates to include the time period since you last opened the file. On the View menu, click Arrange Icons by, and then click Modified. Scroll through the files, searching for files that match the last dates and times that you edited the document. If you find the document that you are looking for, go to the "How to troubleshoot damaged documents" section for more information about how to recover information from the document. These files might not appear in the list of temporary files that you found in method 5: How to troubleshoot damaged documents Word automatically tries to recover a damaged document if it detects a problem with the document. You can also force Word to try to recover a document when you open it. Follow these steps to force Word to recover the document: Follow one of these steps, depending on the version of Word that you use: In the Open dialog box, select the document. Click the down arrow on the Open button in the lower-right corner of the Open screen, and then click Open and Repair. Search technical support information and self-help tools for Microsoft products. View product-specific frequently asked questions and support highlights. If you continue to have problems after you use these resources, you might want to contact Support:

Chapter 4 : How to Recover an Unsaved Word File - Microsoft Community

Find out how document collaboration and editing tools can help polish your Word docs Use Microsoft Word for the best word processing and document creation. Try Microsoft Edge A fast and secure browser that's designed for Windows 10 No thanks Get started.

Share on Facebook If your power goes out, or you accidentally forget to save your work before you exit Microsoft Word, chances are you feel a sense of panic, especially if the document is important. You may think that the file is gone, and you have to start over, hoping you can come up with something just as good as your first draft. However, you may still be able to find the work that you lost by searching specific areas of your computer. If you forget to save your work, all is not necessarily lost. Step Open Microsoft Word to determine if the program auto-recovered your document. If your software is set to auto-save your document every couple of minutes, when the program is restarted, any document that was not saved prior to closing, may appear in the auto-recover window on the left side of the screen. Click on your document, and the last-saved file will open. Step Search the auto-recover files manually if the auto-recover pane did not appear when you opened MS Word. Click the Start menu at the bottom of your computer screen, and click "Search. If you find the file, open Word, and click "Open" in the menu. Search through all files, and locate the file that ended in. Click "Open" to view your file. If you are using Word or , you need to restart your computer after clicking "Open. Video of the Day Step Check your backup files. If you have the "Always create backup copy" option selected in Word, you may be able to find a backup copy of your document. Find the location where you last saved the document. Check for the extension. Open your file by clicking "Open" in Word, and search all files for the. Once you locate the file, click "Open. Complete a search for files that end in the extension. Narrow the search down to specific dates of when you were working on the document. Some temporary files are in this format instead. If your document is now in your temporary files, you will need to recover the damaged document. Search for it within Word. Click "Open and Repair" when you find it.

Chapter 5 : How Can I Open Word Documents on My Mac? | blog.quintoapp.com

Oh yes. The command you'll find useful is command-F. (Command may also show the "apple" key on your keyboard, so the one next to spacebar). You may also find this document useful - it has all Mac OS X keyboard shortcuts in it.

Chapter 6 : Word for Mac Help - Word for Mac

As a last resort, you can try to access the document in Microsoft Word X or Word on a Mac, as some older documents are inaccessible with the Word compatibility mode. If the document can be opened with an older version of the program, save the file with a new name, and then again try to use it on the Mac with Word

Chapter 7 : Microsoft Word - Word Processing Software | Office

With Word on your PC, Mac, or mobile device, you can: Create documents from scratch, or a template. Add text, images, art, and videos. Research a topic and find credible sources.

Chapter 8 : I am typing a paper for school and word is not responding. Is it - Microsoft Community

Mac PDF Converter, how to convert PDF to Word, Excle, Word, Excel, PowerPoint, EPUB, HTML, and Text on Mac When you want to convert PDF to other document formats like Word, Excel PowerPoint, EPUB, HTML, and Text etc, you should have the Mac PDF Converter.

Chapter 9 : News, Tips, and Advice for Technology Professionals - TechRepublic

DOWNLOAD PDF FIND WORD IN UMENT ON MAC

We plan to introduce two wonderful solutions to help users recover lost Word document without trouble. One is seeking help from a piece of free data recovery software - MiniTool Power Data Recovery and the other is recovering data by using the built-in AutoSave feature of Microsoft Word.